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DDS&T-160-69
15 January 1969

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Quarterly Report on Records Purge
October - December 1968

1. Pursuant to request, this is the first quarterly report on the records purge in the Directorate of Science and Technology.
2. Attached, as part of this report, are reports from each Office within this Directorate reflecting the activity, effort, and strides that were made in the review of their records holdings.
3. With the thought in mind that our Directorate has on deposit approximately 5% of the total records in the Records Center, the following statistics for this quarter are:

-----Records Destroyed
469 cubic feet

-----Transferred to other components
103 cubic feet Agency Archives
2 cubic feet Other components

-----Transferred to other Agencies
295 cubic feet [REDACTED]

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-----Transferred Inactive Office Records to Records Center
204 cubic feet

-----Net Reduction of Records at Records Center
469 cubic feet Destroyed
295 cubic feet Transferred to [REDACTED]
764 cubic feet Net Reduction at Records Center

25X1A

-----Net Reduction of Records Holdings in Directorate
469 cubic feet Destroyed
295 cubic feet Transferred to [REDACTED]
105 cubic feet Transferred to other components
869 cubic feet Net Reduction in Directorate

25X1A

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GROUP 1
Excluded from automatic
downgrading and
declassification

4. Some significant items that should be mentioned are:
- 1.) Assistance was provided to the Cable Secretary in his recent survey of the CIA Cable reference file.
 - 2.) Feasibility studies are being made regarding the employment of micro-reduction techniques for R&D project reports and other technical data.
 - 3.) Attendant and retrieval systems.

5. In conclusion, considerable effort has been expended this quarter in trying to solve the records storage problem and this Directorate will continue to do everything it possibly can to alleviate this situation.

25X1A

DDS&T Representative
to the
CIA Records Management Board

Attachments:
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